



For an information booklet and a list of contact resources, please [visit this Insite link](#).

Section 1: Employee Information

Employee Name		Employee ID	
Employee Dept.		Probationary?	[Select] (Y/N)
Reviewer Name		Position Number	(if multiple positions)
Reviewer Title		Employee Location	
Review Date	(dd-mmm-yyyy)	Overall Rating	[Select] (see Section 8)

Section 2: Living Our Values

Conversation on “Living Our Values. Together.”

Compassion: We show kindness and empathy for all in our care, and for each other.

Accountability: We are honest, principled and transparent.

Respect: We treat others with respect and dignity.

Excellence: We strive to be our best and give our best.

Safety: We place safety and quality improvement at the center of all our decisions.



Click [here](#) to view the AHS Values Booklet. If unable to access via the link, search on Insite for the ‘AHS Values Booklet’.

Section 3: Dimensions of the Job

50% Weighting


Rating Scale:			Employee Rating	Manager Rating
[1] Does Not Meet Expectations; [3] Consistently Exceeds Expectations;	[2] Meets Expectations; [N/A] Not Applicable			
Expertise: Demonstration of the required level of knowledge, corporate understanding and organizational awareness required to perform the role, and improve processes and services.			[Select]	[Select]
Delivering Solutions: Demonstration of creativity, innovation, problem-solving skills aimed at improving patient and family experiences, directly or indirectly, to establish a culture of compassion, caring and collaboration.			[Select]	[Select]
Impact: Demonstration of taking accountability, effective decision making, developing working relationships, and influencing actions required to achieve results.			[Select]	[Select]
Project/Program Management: Develops and implements project/program plans, strategies and methods for accomplishing objectives, and puts measures in place to assess results.			[Select]	[Select]
Fiscal Management: Managing finances in accordance with budgets, incorporating expense controls, and providing informed analyses.			[Select]	[Select]
People Resource Management: Coaching employees to optimize performance; determining training and development needs; setting performance standards for work assigned.			[Select]	[Select]

Section 4: LEADS in a Caring Environment Competencies	25% Weighting	
Rating Scale: [1] Does Not Meet Expectations; [2] Meets Expectations; [3] Consistently Exceeds Expectations; [N/A] Not Applicable	Employee Rating	Manager Rating
Lead Self: Demonstration of self-awareness, personal development, responsibility for own performance, and modeling AHS desired qualities.	[Select]	[Select]
Engage Others: Demonstration of supporting others, effective communications, creating engaging environments and facilitating environments of collaboration and cooperation.	[Select]	[Select]
Achieve Results: Demonstration of setting direction, taking action, integrating with organizational priorities and measuring and evaluating outcomes.	[Select]	[Select]
Develop Coalitions: Demonstration of building partnerships and networks to create results, facilitating collaboration amongst diverse groups and navigating socio-political environments.	[Select]	[Select]
Systems Transformation: Demonstration of systems/critical thinking, creating a climate of continuous improvement and creativity and actively contributing to change processes.	[Select]	[Select]

Section 5: Achieving Annual Objectives and Other Deliverables	25% Weighting	
Compare results achieved <i>in this review period</i> to established objectives and other deliverables that support team and organizational goals. Where applicable, discuss reasons why objectives and other deliverables were not met, identify what might have been done differently.		
Rating Scale: [1] Does Not Meet Expectations; [2] Meets Expectations; [3] Consistently Exceeds Expectations	Employee Rating	Manager Rating
Assessment of the results achieved in this review period:	[Select]	[Select]
Summary: Enter Here		

Section 6: Strengths/Achievements and Opportunities for Development
Strengths/Achievements: <i>(Summarize employee strengths and achievements.)</i> Enter Here
Opportunities for Development: <i>(Where applicable identify opportunity for performance development that will assist employee in their role.)</i> The Employee Development Plan Template may be used in action planning. If unable to access via the link, search on Insite for the 'Employee Development Plan Template'. Enter Here

Section 7: Comments
<p>Manager Comments: Enter Here</p>
<p>I confirm that the employee has completed the Continuing Education Training on MyLearningLink titled:</p> <p><input type="checkbox"/> “ACE – AHSecure – Collect IT, Protect IT”.</p> <p><input type="checkbox"/> “ACE – Ethics Governance Documents, Policies & Procedures”.</p> <p><input type="checkbox"/> I Confirm that the employee has completed a Conflict of Interest Declaration, if required.</p>
<p>Employee Comments: Enter Here</p>

Section 8: Overall Assessment Rating	
<div style="background-color: #92d050; padding: 5px; display: inline-block;">Overall Assessment Rating</div>	<div style="border: 1px solid black; padding: 5px; display: inline-block;">[Select Overall Rating]</div>
<p> Important: The Overall Rating Calculator must be used to obtain an accurate rating.</p> <p>1) Ctrl+Click here to the calculator and enter the manager rating. If unable to access via the link, search on Insite for the ‘Rating Calculator’.</p>	

Section 9: Signatures			
Please print form and sign.			
Employee Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text" value="(dd-mmm-yyyy)"/>
Manager Signature	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text" value="(dd-mmm-yyyy)"/>

Section 10: Submission
<p>Please give a copy of this form to the employee, and keep a copy for your reference during the 2017/18 performance year.</p> <p>Please send the completed and signed performance appraisal form as a PDF file to Human Resources, e-Records by email to hldataadmin.ahs@ahs.ca</p>

Setting Objectives for 2017/2018				
S-M-A-R-T Objectives In alignment with AHS and department goals, the manager, in consultation with the employee, determines employee objectives for the 2017/2018 performance management year. Create a minimum of 1-2 SMART objectives for the year. If unable to access via the link, search on Insite for the 'NUEE Manager Guidebook'.				
Specific	Measurable	Attainable	Relevant	Timely
To the point and behavioral in nature	Characteristics that will define successful achievement	Possible to attain. "Just out of reach, but not out of sight"	Truly worth taking on; it is of value	A clearly identified time element.

List Annual Objectives for 2017-2018		
Performance Objectives Clearly outline what you are trying to accomplish with your objective. Use action-oriented words. WHAT	Action Plan Focuses on the plan or strategy you will use to reach your goal; i.e. create a new process, solicit customer feedback, review new requirements, HOW	Measures of Success The measure of success is what you will use to track progress – what does success look like? Types of Measurements: Quality; Quantity; Cost; and Timeliness. MEASURE/WHEN
Example:		
<i>Strengthen employee retention by improving the new hire "experience" and engaging new hires through employee orientation process</i>	<i>Create resources and tools to assist new hires.</i> <i>Develop new hire checklist for supervisors</i> <i>Develop a departmental New Employee Welcome Program</i>	<i>10% Decrease in regrettable turnover</i> <i>New Hire 6 month survey conducted with 75% return rate and 70% overall satisfaction</i> <i>Positive feedback from supervisors</i>
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